

COCKFIELD PARISH COUNCIL

Draft Minutes of the Ordinary Meeting of the Parish Council held on 19 October 2023 at 7.30pm held in the Village Hall, Cockfield.

Present: Cllr Ian Levett (Chair), Cllr Janne Cutting-Keyton (Vice-Chair), Cllr Dale Baber, Cllr Sarah Fletcher, Cllr Andy Golding, Cllr Nic Knight, Cllr Robin Morley & Cllr Ralph Turner.

In Attendance: District Cllr Paul Clover, District Cllr Margaret Maybury and the Clerk. No Members of the Public attended.

2023/122 Apologies for Absence: Suffolk County Cllr Robert Lindsay and Cllr Joe Brinkley.

2023/123 Declarations of Interest
None.

2023/124 Minutes of the Last Parish Council Meeting
It was proposed by Cllr Knight and seconded by Cllr Fletcher that the minutes of the Ordinary Parish Council Meeting, held on 28 September 2023, be signed as a true record. The proposal was carried.

2023/125 Outstanding Actions:

2022/178: Pavilion Balustrade: No progress since last meeting.

2022/184.1: Reduced Speed Limits: Cllrs Levett, Cutting-Keyton and Morley to assist the Clerk in drafting an application to SCC Highways to reduce the speed limit on the A1141 between The Abbey and the Windmill and down the top end of Howe Lane.

2023/007.1: Parish Council Investments: Clerk to forward Parish Council's Account Details to enable Cllr Levett to investigate PC bank savings account options for PC reserves.

2023/104.2: BMSDC Cllrs Report: A meeting with Mark Russell (BMSDC Area Manager, Planning) has been arranged for 23/10/23 with members of the Planning Group. A meeting to be arranged with SCC. **(Action: Planning Group to provide update at November meeting).**

2023/104.2: BMSDC Cllrs Report: District Cllr Clover confirmed that the fly tipping removal had been delayed but would be undertaken by 1/11/23.

2023/104.3: Public Participation: Cllr Baber (Footpath Warden) to visit public footpath on Airfield to access the public risk caused by debris spilled onto path and if necessary, will contact the landowner. **(Action: Cllr Baber to provide update at November meeting).**

2023/112: CIL Projects: CIL Working Group meeting arranged for Cllrs to review and update the PC's 'project wish list'. **(Action: Cllr Morley to**

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provide update at November meeting).

2023/113.2.8: Pavilion: Cllr Brinkley to contact S & N Electrical to investigate the problem with the electrical circuits tripping out. Cllr Brinkley had advised the Clerk that S & N had not been available to meet in October, so the action is ongoing. **(Action: Cllr Brinkley to provide update at November meeting).**

2023/115.1: SALC: Cllrs Levett & Cutting-Keyton to investigate event options to celebrate Cockfield's 'Suffolk Small Village of the Year Award' **(See Agenda Item 11).**

2023/118: Future Management of the Village Website: Cllrs Levett supported by Cllrs Cutting-Keyton and Baber has drafted an Options proposal **(See Agenda Item 10)**

2023/126 Public Participation Session:

2023/126.1 Suffolk County Councillor's Report:

Suffolk County Cllr Lindsay had confirmed in advance of the meeting that there was nothing to report this month.

2023/126.2 Babergh District Councillor's Report:

District Cllrs Maybury & Clover circulated their reports in advance of the meeting. District Cllr Maybury offered financial support to the Cockfield Community Shop from her Locality Budget. Cllr Cutting-Keyton said she hoped the £20k Biodiversity offset compensation agreed between BMSDC and the Developer on DC/22/06014 would be used by BMSDC for the benefit of Cockfield.

2023/126.3 Public Participation Session:

None.

2023/127 Planning:

2023/127.1 Applications Received: It was noted that the following applications had been referred to the Parish Council:

DC/23/04813: Householder Application - Erection of part two storey and single storey side extensions (following demolition of existing single storey extensions). Highview, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HN. **(The Parish Council Objects to the Application).**

2023/127.2 Decisions Received:

DC/23/03892: Proposal & Location of Development: Application under S73a for the Removal or Variation of a Condition following grant of planning permission DC/20/02670 dated 03/07/2020 Town and Country Planning Act 1990 (as amended) - Erection of 1 No dwelling (following demolition of semi-detached dwelling and outbuildings) To vary Condition 2

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(Approved Plans and Documents), Remove Conditions 3 (Starwood Cottage Wall) and 8 (Parking and Manoeuvring) both now discharged; Re-word Conditions 4 (Ecology) and 7 (Bin Storage) as per details submitted. Lane End, Colchester Green, Cockfield, Bury St Edmunds Suffolk IP30 0HG (**Decision: Planning Permission has been Granted**).

2023/128 Finance:

2023/128.1 Payments:

It was proposed by Cllr Morley and seconded by Cllr Golding that the schedule of payments be approved. The proposal was carried. The 19 October 2023 schedule comprised the following:

Councillors are recommended to authorise the following payments covering October 2023.

To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for August 2023 (12/09/23)	9.17	1.83	11.00
Octopus Energy	Electricity Bill for Pavilion for 01/08/23 - 31/08/23 (Inv. No. KI-446AB355-0041 (06/09/23)	174.79	8.74	183.53
D Harradine	Pre-payment for purchase of materials to refurbish Bandstand Roof (Work scheduled for w/c 30/10/23	2,000.00	0.00	2,000.00
S Ball	Clerk Salary October 2023 (40 hours @ £15.02) Gross: £600.80 Net £360.48 [PAYE: £240.32].	360.48	0.00	360.48
S Ball	Clerks Expenses October 2023	0.00	0.00	0.00
HMRC	Clerks PAYE October 2023	240.32	0.00	240.32
S Bradnam	Trim VH Perimeter Hedges (£180), Trim Cemetery Perimeter Hedges (£180), Trim Cemetery Box Hedges (£20), Total £380 + £76 VAT = £456	380.00	76.00	456.00
A Creasy	Cutting & strimming Edge of Great Green 23/09/23 (£60) & Childrens Playground 23/09/23 & 18/10/23 (£120). Cutting grass at Cemetery (£120), total £300 . Inv.65	300.00	0.00	300.00
Hewicks Haulage Ltd	Cutting edge Great Green on 23/09/23. Inv.9537	100.00	20.00	120.00
Acorn A/C & Refrigeration Ltd	Annual Inspection and Service of Pavilion A/C Units on 19/10/23, Inv. 9602a	187.00	37.40	224.40

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B Colson	Topping the Glebe Meadow twice in October 2023			
		£3,751.76	£143.97	£3,895.73

*Expenses for 19 October Represented by:	Unit Cost £	Payment £
None this month		N/A
Total		N/A

Councillors to note the following Income received:

From:	Reason:	Payment £
BMSDC	CIL Payment October 2023	24,811.14
Total		£24,811.14

2023/129 Parish Council Mission Statement:

Following comments from Cllrs, Cllr Levett withdrew his proposal to adopt the Mission Statement and will re-issue it at a later date.

2023/130 Community Engagement Initiative:

Cllr Knight’s proposal had been circulated in advance of the meeting. It was proposed by Cllr Fletcher and seconded by Cllr Morley that Cllr Knight attends the 2-part SALC ‘Communicating with your Community’ courses on 9th & 11th November to ensure his proposal incorporates any SALC recommendations. The proposal was carried.

2023/131 Future of the Website:

Cllr Levett highlighted potential options for the future ownership and management of the Website. Cllrs Levett, Cutting-Keyton and Baber to meet with Ivan Green and Matt Green (Community Council Trustees) and Neil Ashton to discuss ownership of the domain.

2023/132 Event to celebrate Village of the Year Award:

Following Cllrs’ discussions on preferences for event date s/timings, it was proposed by Cllr Cutting-Keyton and seconded by Cllr Morley that the event be held during the day on a Saturday in January 2024. The proposal was carried. The format & detail of the event to be agreed and an article placed in Green Links.

2023/133 Allotments:

It was proposed by Cllr Morley and seconded by Cllr Fletcher that ‘No charge’ should be made for the use of water by allotment holders during 2024, however the usage and costs would be monitored and review in 12 months’ time. The proposal was carried. Cllrs Fletcher & Levett to advise Allotment holders.

The Clerk advised that there was a locked casing around an existing tap on the standpipe, so the proposal for a tap was withdrawn. The Clerk to obtain the keys from the Contractor who installed it.

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2023/134 Updates on Neighbourhood CIL Projects:

Cllrs Morley, Levett, Cutting-Keyton & Baber agreed to convene a meeting of the CIL Working Group on 16/11/23 at 10.00pm at the Pavilion to review CIL Project 'wish list'.

2023/135 Maintenance Schedule and Asset Management:

135.1: Maintenance Calendar: (Full Review, February, June, October only) undertake full review of 2023/24 Maintenance Requirements for budget preparation purposes.

135.2: Maintenance Matters by Exception:

135.2.1 Greens Management: Cllr Knight confirmed that he would be undertaking monthly inspections of the Play Equipment on Great Green. Cllrs Golding & Turner to develop a proposal for a sign on the Green warning about the overhead power cables.

135.2.2 Glebe Land: The Clerk advised that UKPN would be replacing 3 out of the 6 poles on Glebe land on 27th October. The Clerk has submitted a Wayleave application form and payment request to UKPN. The Clerk also advised that AWA were connecting the water supply to the Allotments over the night of 29/30th October.

135.2.3 Earls Meadow: It was proposed by Cllr Baber and seconded by Cllr Cutting-Keyton that Cllr Morley is authorised to purchase 5 Ltrs paint for £74.99 to paint the Parish Council's sheds in Earls Meadow. The proposal was carried.

135.2.4 Cemetery: S Bradnam has completed the 2nd of the bi-annual trims, of the perimeter hedges and the internal Box hedge.

135.2.5 Playground: None

135.2.6 Village Hall Car Park: S Bradnam has completed the 2nd of the bi-annual trim of the perimeter hedges.

135.2.7 Parish Paths: Resident complaint about overgrown footpaths on the A1141 at the junction w Window Green. Cllr Baber to investigate. The Clerk was asked to send a letter of thanks to P Bowcher and his staff for cutting hedges along the A1141.

135.2.8 Pavilion: The Clerk advised that a Smart meter was installed at the Pavilion on 18th October and the annual A/C Maintenance Service was undertaken on 19th October.

135.2.9 Other Assets: None

2023/136 Third Party Liaison:

136.1 Suffolk Association of Local Councils (SALC): None.

136.2 Highways and Emergencies: None.

136.3 Police/Fire: Cllr Cutting-Keyton advised that there is a new police constable covering Cockfield and she plans to meet with him every 6 months.

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2023/137 Local Needs Housing:

Cllr Morley advised there was no further update this month.

2023/138 Clerks Salary:

It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that the Clerk's salary be increased to Point 22 on the NALC Scale, commencing 01/04/24.

2023/139 Correspondence:

The correspondence Register was circulated in advance of the meeting.

2023/140 Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:

Review of the Draft Budget

Cllr Knight feedback on SALC training course on Community Engagement.

Cllr Fletcher update on Community Shop & Post Office.

2023/141 Next Meeting:

The next Ordinary Meeting of the Parish Council will be held on Thursday 30th November 2023 at 7.30pm in the Village Hall. Subsequent Ordinary Meetings of the Parish Council will be held in the Village Hall (Main Hall) on 25th January, 29th February & 28th March 2024.

The meeting closed at 10.20 pm.